

### **13. BASIC FUNCTION OF POSITION**

Primary duties involve office engineering support related to contractor's schedules, submittals, requests for information (RFI), and as-built drawings. Monitor the contractor's Project Execution Schedules (PES) including review of monthly PES updates for errors, omissions, unapproved changes, schedule slippage, cost analysis, etc. Provide reports and support to the Project Director (PD) related to findings. Observe the contractor's performance for submittal and division, one compliance within the terms of the contract between the contractor and the Government; report all deviations to the PD.

### **14. MAJOR DUTIES AND RESPONSIBILITIES**

**a) Monitor 30%**

Monitor the contractor's Project Execution Schedules (PES) including review of monthly PES updates for errors, omissions, unapproved changes, schedule slippage, cost analysis, etc. Provide reports and support to the PD related to findings. A strong working knowledge of Primavera P6 is required.

**b) Submittals 30%**

Manage the contractor's dates for submittal of shop drawings and product data on the contractor's schedule and submittal register as compared with the actual submissions in ProjNet. Prepare weekly reports and submit this information to the PD prior to the weekly contractor coordination meeting. Observe the contractor's performance for submittal and division one compliance within the terms of the contract between the contractor and the Government; report all deviations to the PD. Observe the execution of construction to assure adherence to approved submitted materials accepted by the government and utilized in the construction of the work, report all deviations to the PD. Manage the contractor's submittal register and the ProjNet submittal register. Download all incoming submittal reviews of materials, samples, catalog cuts, brochures, shop drawings, manufacturer's installation manuals and other technical documents submitted by the contractor on ProjNet and transfer these submittals to the OBO SharePoint submittal List and task to the appropriate OBO engineering staff member for their review. Advise the PD of any delays in the OBO review of the contractor's submittals or other contract issues whereby the Government may be found liable for possible claim action by the contractor. Manage the contractor's dates for submittal of shop drawings and product data on the contractor's schedule and submittal register as compared with the actual submissions on ProjNet. Prepare weekly reports and submit this information to the PD prior to the weekly contractor coordination meeting.

**c) Documentation 15%**

Manage the documentation of the contractor's field and laboratory test data of construction phase work, Coordinate all testing activity and results with the contract documents and manage the data input into the SharePoint software.

**d) As-Built Drawings 15%**

Review the contractor's as-built drawings on a weekly basis and coordinate the contractor's as built drawing set with the OBO as built set. Be prepared prior to the monthly contractor's

payment application meeting to report the status of compliance to the PD. Review proposals for changes to the contract documents. Coordinate changes of accepted proposals and modifications and record these changes in the OBO as built drawings and specification set. Be familiar with the overall status of the revision drawings and updates and the progress of the contractor's as build corrections to the contract documents in support of OBO evaluations of the contractor's monthly progress payment requests.

e) **Meetings**

**10%**

Participate in all scheduled project meetings and discussions; be prepared to discuss current construction submittal issues and issues from the previous meeting. The incumbent shall be responsible to review the contractor's meeting minutes and comment as to their accuracy. Attend the OBO schedule meeting and comment on the contractor's Performance Execution Schedule (PES) as to the progress of the submittal reviews, as this relates to the shipment schedules of critical materials. Make recommendations as required. Coordinate and cooperate with the PD and other members of the Project Director's staff.

Undertake other similar duties as may be assigned by the Project Director.

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a) **Education:** Completion of a university degree in an Engineering/Construction/Architect related field is required.
- b) **Experience:** Three (3) years of experience in Construction, construction management or project management related work is required.
- c) **Post Entry Training:** Ethics for New Locally Employed Staff (PA453); ProjNet SM Facilitating Design & Construction Communication (PA526) Getting Started With SharePoint 2010 (moospear01, Using SharePoint 2010 with Office 2010 (moospea02), Managing SharePoint 2010 Sites, Lists and Libraries (moosppa01), Managing SharePoint 2010 Pages and Components (moosppa02), SharePoint 2010 Security and Business Intelligence (moosppa03), SharePoint 2010 New Features for End Users (monspe01), Microsoft SharePoint 2010: New Features for Power Users (monsppa01).
- d) **Language:** Level IV – Fluent (spoken and written) English is required.
- e) **Knowledge:** A detailed working knowledge of general Construction Management/Engineering procedures and practices. Knowledge of standard operating procedures of office and work flow administration and project management. Develop a working knowledge of all technical requirements of the project, including but not limited to becoming familiar with; the drawings and specifications, knowledge of contract references, codes and standards governing the work and the US Army Corp of Engineers construction inspection practices. The incumbent shall have a working knowledge of the Microsoft Office Suite of applications including SharePoint 2010.
- f) **Skills & Abilities:** Must have excellent organizational skills and able to balance and prioritize work schedule; must also have outstanding interpersonal communication skills and be capable of maintaining an effective working relationship with OBO, Primary Contractor, and Embassy personnel. Familiarity and working knowledge of Microsoft Office Suite of applications,

including SharePoint 2010; ability to exercise sound judgment and to use initiative to analyze and research issues. Skill in creating, maintaining, and updating Project Schedules using Primavera is required. A valid driving license is required.

## **16. POSITION ELEMENTS**

- a) **Supervision Received:** Direct supervision is provided by the Project Director.
- b) **Supervision Exercised:** None.
- c) **Available Guidelines:** Written guidelines include the Foreign Affairs Manual and Handbook (FAM/FAH), Department of State Standardized Regulations (DSSR), Department of State and other agency cables, Post policy binders, Standardized Operating Procedures (SOP), Post developed flow charts and checklists, and guides, etc.,15 FAM, oral and written office procedures. American Society of Heating, Refrigerating, and Air Conditioning Engineer (ASHRAE), American Society of Mechanical Engineers (ASME), American Society of Testing and Materials (ASTM), American Society of Civil Engineers (ASCE), American Institute of Steel Construction (AISC), Safety Health & Environmental Management (SHEM).
- d) **Exercise of Judgment:** Must possess good judgment and reasoning with complex contractual matters.
- e) **Authority to Make Commitments:** None.
- f) **Nature, Level & Purpose of Contacts:** Employee must develop and maintain good working relationships with all levels of Project personnel. Substantial liaison with OBO and Contractor personnel.
- g) **Time Required to Reach Full Performance Level:** 3-6 months.